

How to edit inhouse personnel profile?

help2.fractal.com/hc/en-us/articles/25073419020813-How-to-edit-inhouse-personnel-profile

To edit an existing human resources profile, just select the profile to be modified and the system will display a bar with the option to edit, delete and options.

The screenshot shows the 'Inhouse Personnel' management interface. At the top, there is a search bar and a navigation menu. Below the search bar, there is a table of personnel profiles. The first row is selected, and a red box highlights the edit, delete, and options icons in the top right corner of the table. The table has columns for 'Ativado', 'Agenda dos Técnico...', 'Conta', 'Código', 'Nomes', 'Apelidos', and 'Classificação 1'. The first row shows a profile with 'Ativado' set to 'Yes', 'Agenda dos Técnico...' set to 'Yes', 'Conta' set to 'No', 'Código' as '1128273522', 'Nomes' as 'ALEXANDER SANCH...', and 'Apelidos' as 'ALEXANDER SANCH...'. The bottom of the table shows 'Showing 50 of 261' and a blue plus button.

Ativado	Agenda dos Técnico...	Conta	Código	Nomes	Apelidos	Classificação 1	
<input checked="" type="checkbox"/>	Yes	Yes	No	1128273522		ALEXANDER SANCH...	
<input type="checkbox"/>	Yes	Yes	Yes	Abelardo 123			
<input type="checkbox"/>	Yes	Yes	No	Adrian	Vargas		
<input type="checkbox"/>	Yes	No	Yes	AFJ Pruebas			
<input type="checkbox"/>	Yes	Yes	No	Aguardando reprogramação			
<input type="checkbox"/>	Yes	No	No	763283-0	AGUSTINA	IRISARRI	Analista
<input type="checkbox"/>	Yes	No	No	Alberto			
<input type="checkbox"/>	Yes	Yes	No	463563	ALBERTO	FERNANDEZ	
<input type="checkbox"/>	Yes	Yes	No	dsf4ds56f456	alberto ferreira		
<input type="checkbox"/>	Yes	Yes	No	id_1546	Aldo	Betancourt	Ingeniero
<input type="checkbox"/>	Yes	Yes	No	ALDO	GUERRA		
<input type="checkbox"/>	Yes	Yes	No	Alejandro CMG			
<input type="checkbox"/>	Yes	Yes	No	ALEJANDRO JOSE			Supervisor

In case you want to edit the human resource, just click on edit and the system will redirect you to the screen corresponding to the selected human resource.

(1) Selected



Ativado	Agenda dos Técnico...	Conta	Código	Nomes	Apellidos	Classificação 1
<input checked="" type="checkbox"/>	Yes	Yes	No	1128273522		ALEXANDER SANCH...
<input type="checkbox"/>	Yes	Yes	Yes	Abelardo 123		
<input type="checkbox"/>	Yes	Yes	No	Adrian	Vargas	
<input type="checkbox"/>	Yes	No	Yes	AFJ Pruebas		
<input type="checkbox"/>	Yes	Yes	No	Aguardando reprogramação		
<input type="checkbox"/>	Yes	No	No	763283-0	AGUSTINA	IRISARRI Analista
<input type="checkbox"/>	Yes	No	No	Alberto		
<input type="checkbox"/>	Yes	Yes	No	463563	ALBERTO	FERNANDEZ
<input type="checkbox"/>	Yes	Yes	No	dsf4ds56f456	alberto ferreira	
<input type="checkbox"/>	Yes	Yes	No	id_1546	Aldo	Betancourt Ingeniero
<input type="checkbox"/>	Yes	Yes	No	ALDO	GUERRA	
<input type="checkbox"/>	Yes	Yes	No	Alejandro CMG		
<input type="checkbox"/>	Yes	Yes	No	ALEJANDRO JOSE		Supervisor

Showing 50 of 261



Profile card for George Tony Montoya Pérez. Includes a profile picture of a worker in a hard hat and a blue 'Enabled' toggle switch.

Information: You have pending changes to save!

- Details
- General
- Custom Form
- Assignment
- Attachments
- Document Management
- Teams

Form fields for George Tony Montoya Pérez:

- Name: George Tony
- Last Name: Montoya Pérez
- Code: 1285741
- Email: GeorgeTony@gmail.com
- Group 1: Technical
- Group 2: (empty)
- Address: Cl 13 sur #45-65
- City: Medellín
- State: Antioquia
- Country: Colombia
- Zip code: 5100001
- Latitude: -33,4263375
- Longitude: -70,6121675

Map view showing location in Medellín, Colombia, with markers for 'Fractal | Software de mantenimiento | IoT | AI' and 'Netsolutions Learning (Netsolutions...)'. Map controls include 'Mapa', 'Satélite', and 'Mapa' buttons.

In this screen you will find the following option tabs:

General: General information corresponding to the human resource.

Personalized form: Group of personalized labels with additional information about the human resource.

Assignments: Listing with the number of tools assigned to the human resource.

Attachments: List where you can add, view, edit or download files, links and notes attached to the human resource's profile.

Document Management: Documents or certificates subject to expiration that are associated to the human resource.

Teams: Option that allows you to add the staff schedule according to their position, out of office hours (out of shift or during lunch time) and the documentation required to perform their duties.

The screenshot displays the 'Inhouse Personnel' profile page for George Tony Montoya Pérez. The page is divided into several sections:

- Profile Card:** Features a placeholder image of a worker in a hard hat and safety vest, an 'Enabled' toggle switch, and an 'Information' section with a message: 'You have pending changes to save!'.
- Navigation Menu:** Located on the left, it includes options for 'General', 'Custom Form', 'Assignment', 'Attachments', 'Document Management', and 'Teams'.
- Main Form:** A large form area containing the following fields:
 - Names:** First Name: George Tony; Last Name: Montoya Pérez
 - Code:** 1285741
 - Email:** GeorgeTony@gmail.com
 - Group 1:** Technical
 - Group 2:** (Empty)
 - Address:** Cl 13 sur #45-65
 - City:** Medellín
 - State:** Antioquia
 - Country:** Colombia
 - Zip code:** 5100001
 - Latitude:** -33,4263375
 - Longitude:** -70,6121675
- Map:** A Google Map showing the location of the resource, with a red pin at the address. Other nearby locations like 'Fractal | Software de mantenimiento | IoT | AI' and 'Netsolutions Learning' are visible.
- Save Button:** A blue button with a floppy disk icon and the text 'Save' is located at the top right of the form area.

To make any changes to the human resources profile, just click on the field you want to edit and finally click on the save button located at the top right of the platform.



Save



Enabled

Information

You have pending changes to save!

Details

General

Custom Form

Assignment

Attachments

Document Management

Teams

Names
George Tony
Last Name
Montoya Pérez

Code
1285741
Email
GeorgeTony@gmail.com

Group 1
Technical
Group 2

Address
Cl 13 sur #45-65

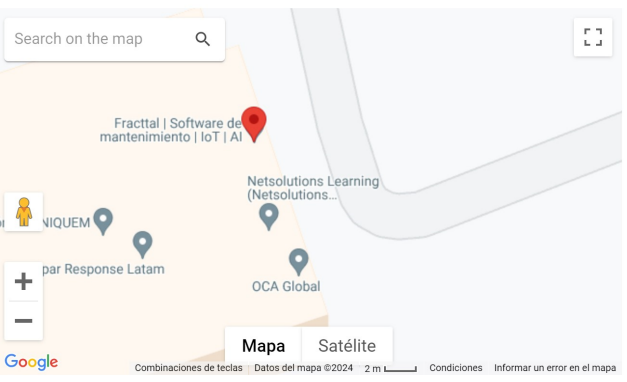
City
Medellín

State
Antioquia

Country
Colombia

Zip code
5100001

Latitude
-33,4263375



Longitude
-70,6121675